



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JANUARY 26, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice President
Bertha Underhill, Director
Russ Thomas, Director
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jessica Self, External Affairs Manager
Charles Palmer, District Engineer
Brad Arnold, Water Resources Manager
Kevin Williams, Senior Civil Engineer
John Griffin, Senior Civil Engineer
Catherine Steyer, Accountant II
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician Sr.
Kelly Richards, Customer Service Supervisor
Kate Darby, Customer Service Rep.
Sheldon Corjasso, Customer Service Rep.

Others Present: Jeffrey Meyer, Hilltop Securities
Robin Glanville, Calaveras County
Pat McGreevy
Julia Richardson

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:02 p.m. and led the Pledge of Allegiance. All Board members were present.

2. PUBLIC COMMENT

Jessica Self introduced new staff Sheldon Corjasso, Kate Darby, and Kelly Richards in the Customer Service Department.

3. **CONSENT AGENDA**

MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Items:
4a as presented

3a Report on the Monthly Investment Transactions for December 2021
(Jeffrey Meyer, Senior Vice President Hilltop Securities Inc)

Director Underhill pulled Item 3b from the Consent Agenda

3b Action regarding Approval of Work on the Calaveras County Water District
Property for the Hunter Reservoir Fuels Reduction Project
(Jessica Self, External Affairs Manager) **RES 2022-_____**

AYES: Directors Davidson, Ratterman, Underhill, Thomas, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

OFF CONSENT AGENDA

Director Underhill pulled Item 3b from the Consent Agenda

3b Action regarding Approval of Work on the Calaveras County Water District
Property for the Hunter Reservoir Fuels Reduction Project
(Jessica Self, External Affairs Manager) **RES 2022-11**

MOTION: Directors Davidson/Thomas-Adopted Resolution 2022-11 Approving
work on the Calaveras County Water District Property for the Hunter
Reservoir Fuels Reduction Project

DISCUSSION: Director Underhill inquired about the acreage of the project and Mr. Minkler responded.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Thomas, Ratterman, Underhill, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

4. **NEW BUSINESS**

4a Discussion/Action Regarding the Mid-Year FY 2021-22 Operating and Capital
Improvement Program Budgets
(Jeffrey Meyer, Senior Vice President Hilltop Securities Inc) **RES 2022-12**

MOTION: Directors Ratterman/Thomas-Adopted Resolution 2022-12 Approving
the Mid-Year FY 2021-22 Operating and Capital Improvement Program
Budgets Adjustments

DISCUSSION: Mr. Meyer addressed the Board regarding some necessary budget adjustments. After the December 2021 revenues were posted, the District received funds from Cal OES's request for Public Assistance (RPA) for the Coronavirus Disease 2019 program. The amount of the award is \$50,014 and reimburses the District for material and supply costs incurred during the first half of

2020. Additionally, the District requested and received a transfer in January from the District's PARS Retiree Health Trust Fund in the amount of \$551,205. These funds will be used to offset the budget increases required to fund the new Retiree Health Savings (RHS) account contributions, and to fund, for those employees hired before the recension of the vesting schedule and who choose to opt into the new retiree health benefit, the one-time RHS payout they receive. Mr. Meyer continued with additional expenditures which include:

- The repair of a pump as part of the Lift Station Pump and Motor Replacement Project, #15100. The \$20,096 cost was charged to Sewer Capital R&R, Fund 135.
- \$12,210 for consultant's work on the District's Urban Water Management Plan that was posted to Department 60, Water Resources, under Mandated Plans.

Additionally, the operating budget needs to be increased for the following:

- \$505,905 for contributions and one-time payouts for the District's new Retiree Health Savings (RHS) program.
- \$20,000 in additional funding for water rights legal costs in Department 60, Water Resources, Outside Legal Fees.
- \$13,104 in Department 59, Administrative Services, Admin Technologies, for increased costs associated with computer replacements and related equipment.

Mr. Meyer also reviewed some changes to the Capital Improvement Program (CIP). There was discussion between staff, Mr. Meyer, and the Board of Directors regarding the budget adjustments.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Thomas, Davidson, Underhill, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

4b Discussion/Action regarding Awarding a Contract for Hunters Reservoir Raw Water Intake-Design/Engineering Services
(Kevin Williams, Senior Civil Engineer) **RES 2022-13**

MOTION: Directors Davidson/Thomas– Adopted Resolution 2022–13 Approving a Contract for Hunters Reservoir Raw Water Intake-Design/Engineering Services

DISCUSSION: Mr. Williams reviewed the scope of the project and the proposals received from two consultants. He explained that staff reviewed the proposals considering qualifications and experience, team organization, scope of work, cost effectiveness, schedule, and other criteria. Staff found that Blackwater Consulting Engineers was responsive to the District, and they can deliver the project drawings in the accelerated timeframe necessary for the project schedule. There was brief discussion regarding the cost of the project.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Thomas, Ratterman, Underhill, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

4c Discussion/Action to Award of Environmental Services for the Hunters Raw Water Intake Hazard Mitigation Project, CIP 11103
(Kevin Williams, Senior Civil Engineer) **RES 2022-14**

MOTION: **Directors Davidson/Ratterman– Adopted Resolution 2022–14 Approving a Contract for of Environmental Services for the Hunters Raw Water Intake Hazard Mitigation Project, CIP 11103**

DISCUSSION: Mr. Williams reviewed the scope of the project and the proposals received from six consultants. Staff considered qualifications and experience, team organization, scope of work, cost effectiveness, schedule, and other criteria. Staff finds that Cardno Stantec was responsive to the District and are well qualified to complete the required scope of work. Staff recommended that the Board award a project design contract to Cardno Stantec.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Ratterman, Underhill, Thomas, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

4d Discussion/Action for Award of a Design Services Contract for the Copper Cove Secondary, Tertiary, & UV Improvements Project (CIP #15094)
(John Griffin, Senior Civil Engineer) **RES 2022-15**

MOTION: **Directors Thomas/Underhill– Adopted Resolution 2022–15 Approving a Design Services Contract for the Copper Cove Secondary, Tertiary, & UV Improvements Project CIP 15094**

DISCUSSION: Mr. Griffin reviewed the project scope and the proposals received from three consultants. A committee reviewed qualifications and proposals of each and could not reach a consensus on a consultant because each consultant had a different approach to accomplishing the project. The District issued an amendment to the Request for Proposals (RFP) with the objective guiding the proposers to provide a similar scope of work. After the amendment was issued, all three consultants provided amended proposals. Once again, a committee assessed the three amended proposals and determined that Keller Associates (Keller) was the most qualified firm. Mr. Griffin explained the current budget for this project is insufficient to fully fund this agreement and associated project costs. Funds are being added with the mid-year budget adjustment (\$250,000) sufficient to meet anticipated cash flow needs for this fiscal year. Based on current information, staff estimates that a total increase of \$700,000 will be needed for the duration of the design phase. He explained the RFP for consulting services was conducted in a manner that the selected firm could be retained as the design engineer for other related projects that are identified in the planning study, instead of requiring the District to issue a RFP for future engineering efforts. Board approval will be required for any future design phase services. There was discussion between Mr. Griffin and the Board regarding the proposals.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Thomas, Underhill, Ratterman, Underhill, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

- 4e Discussion/Direction regarding Redistricting Following the 2020 Census
(Brad Arnold, Water Resources Program Manager)

DISCUSSION: Mr. Arnold presented various maps that he created considering the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the Division. There was significant discussion regarding each map and the factors considered in the creation of the draft maps. After significant discussion, the Board gave staff direction to make some additional changes to the draft maps and present them at the next Board meeting for review.

PUBLIC COMMENT: There was no public comment.

5. **OLD BUSINESS**

- 5a Discussion regarding the District's COVID-19 Response Plan
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler reviewed the District's new COVID-19 Response Plan.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

6. **REPORTS**

- 6a General Manager's Report
(Michael Minkler)

Mr. Minkler reported on the following activities: 1) the District phone tree has been fixed to be less cumbersome; 2) operations staff have been performing flushing in the Jenny Lind area; 3) an update on (Other Postemployment Benefits) OPEB will be coming soon; 4) CPPA rates are increasing 20% in July with another increase of 10% in 2023; and 5) meeting with Lee Kimball with Calaveras County regarding housing grants.

7. **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Underhill reported on the snow in Ebbetts Pass.

Director Ratterman had nothing to report.

Director Davidson would like a review of CPPA power rules at the next Engineering Committee meeting.

Director Thomas would like to have the Board Compensation Policy amendment at the next meeting for review.

Director Secada would like an update on the new warehouse.

8. **NEXT BOARD MEETINGS**

- Wednesday, February 9, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, February 23, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:06 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff member Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Real Property Negotiators (Gov. Code section 54956.8.)
Property: APN 012-011-011
Agency negotiators: M. Minkler and D. Wyckoff
Negotiating parties: Calaveras Healthy Impact Prod Solutions (CHIPS)
Under negotiation: Price and/or terms of payment

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:34 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:34 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board